



Loudoun County Limited Rent Assistance Program Application Checklist

Use this checklist to prepare a complete application package for the Limited Rent Assistance Program. All documentation will be verified to determine eligibility. DO NOT submit your application until you have gathered ALL required documentation. Submitting an application does not guarantee financial assistance will be provided.

Item	Verification needed	Acceptable documents
<input type="checkbox"/>	Proof of Loudoun County residency	<ul style="list-style-type: none"> • Photo ID, OR • Driver's license, OR • Bill with your name and address
<input type="checkbox"/>	Current lease or rental agreement (lease must be current-shows dates beyond March 2020, signed and dated. If you are on a month-to-month lease, you will need to submit the signed addendum.)	<ul style="list-style-type: none"> • Copy of your signed lease, OR • If you do not have a formal lease, provide a written statement from you of the rental agreement, AND a letter from your landlord of your rental agreement.
<input type="checkbox"/>	Rental account history and balance due	<ul style="list-style-type: none"> • Statement from landlord or property owner showing account history since March 2020, AND the current balance owed.
<input type="checkbox"/>	Earned Income (money from working)	<ul style="list-style-type: none"> • All pay stubs from the last 3 months for each person in your home who is/was employed, AND • If you are self employed, provide your most recent submitted tax return (all pages), AND self employment records for the last three months.
<input type="checkbox"/>	Proof of job reduction or loss or reduced hours due to COVID-19	<ul style="list-style-type: none"> • Notice from your employer on company letterhead that states you have been "laid off" or furloughed, or had a reduction in work hours due to COVID-19.
<input type="checkbox"/>	Other income for the last 3 months (child support, alimony, Social Security, SSI, pension, cash gifts, etc.)	<ul style="list-style-type: none"> • Copy of cancelled checks • Bank statements showing deposit of income • Copy of money order receipts • Public Benefits letter • Unemployment Letter
<input type="checkbox"/>	Other assets (bank accounts, money market/ mutual funds, stocks/bonds, 401K account, or other assets)	<ul style="list-style-type: none"> • Copy of statements (all pages) showing current balance of all accounts.
<input type="checkbox"/>	W-9 Form	<ul style="list-style-type: none"> • Signed and dated W-9 completed by your landlord or property manager.
<input type="checkbox"/>	Application Form	<ul style="list-style-type: none"> • Downloadable PDF form or paper form

For more information, call Loudoun County Health and Human Services Information and Referral at 703-777-0420 or visit [Loudoun.gov/limitedrentassistance](https://loudoun.gov/limitedrentassistance).